



## NASA Glenn Research Center – Pathways Applicant Guide

The following instructions are intended to assist first time users to USAJobs, or to the NASA Pathways Application Process, or to assist in users looking to revise their applications prior to (re)submittal. Please note that there are certain fields that are note marked \* required by USAJobs, but Glenn Research Center needs important information to be provided, so we ask that applicants complete the fields like Credit Hours Completed (not “some coursework completed), Major, GPA, anticipated Graduation Date, and School. We recommend allocating at least 30 minutes to complete this process, you may need more or less depending on your experience and information to be entered into the Resume Builder. Thank you for you for your patience and interest in our programs!

**STEP 1.** If you DO NOT currently have an account and resume built into USAJobs, begin by going to [www.usajobs.gov](http://www.usajobs.gov). You will then need to click “CREATE AN ACCOUNT” in the upper right hand corner.



**STEP 2.** You will need to complete the required fields marked with a \* (red asterisk). You will then enter the email address you will be using for your USAJobs account. If you do not have an email address, you can create one for free at a variety of websites including but not limited to Google, Yahoo, and MSN. Then click "I agree. Create my account."

[Home](#)
[Search Jobs](#)
[My Account](#)
[Resource Center](#)
[SIGN IN OR CREATE AN ACCOUNT](#)

Create New Account

### Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government.  
It's your one-stop source for Federal jobs and employment information.

**With your new account you'll be able to:**

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

\* Required information

\* Email

\* Confirm Email

What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through.

☐ HTML
 ☒ Text

**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

\* Username

Username must be between 8 and 20 alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(\_), ampersand(&) and period(.).

#### Terms and Conditions

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

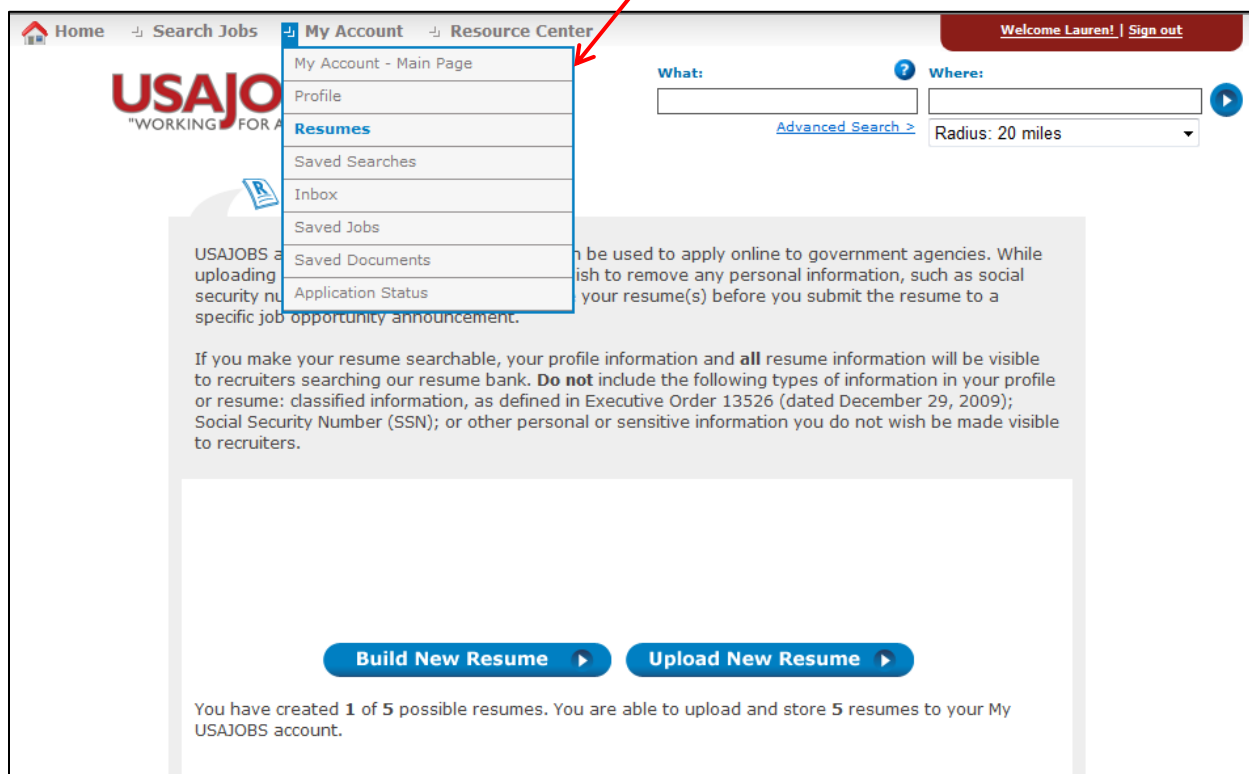
Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I agree. Create my account. >

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[USA.gov](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

**STEP 3.** After creating your account, you will need to sign in and then click on “My Account” on the tab at the left corner and then “Profile” to complete basic profile information. Your profile includes Personal Information, Hiring Eligibility, Preferences, Demographic, and Account Information. Click “Save” and “Finish” when you are satisfied with all of your entries. Then you can begin your Resume Builder work by clicking “My Account” and then “Resumes”. You need to select “Build a Resume” and use the resume builder tool. You can also choose to upload your documents later, but the NASA system does accept uploaded documents from USAJobs, thus to apply for NASA positions, you must use the Resume Builder.



**STEP 4.** This is where you will build out your resume. The required fields must be completed before your resume will be saved. If you have not had any work experience yet, you can put down volunteer work or other extracurricular activities that can be counted in order to move forward with the resume. Then remember to include all of the important educational information even though it is not required by the resume builder tool.

The screenshot shows the USAJOBS website's Resume Builder tool. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red banner on the right says "Welcome Lauren! | Sign out". Below the navigation bar is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo is a "Search Jobs" section with a "Where:" dropdown and a "Search" button. Below this is a "Resume Builder" section. It starts with a "Resume Name" field. Then, there is a progress bar with five steps: 1. Experience (selected), 2. Education, 3. Other, 4. References, and 5. Preview and Finish. A "Preview your resume" button is next to the progress bar, with a note: "Only information already saved will display in Print Preview." Below the progress bar is a "PLEASE NOTE: Fields with an asterisk (\*) are required fields." section. The "Work Experience" section is active, showing a "Note: If your resume is not searchable, this information will not be visible to recruiters performing resume searches." Below the note are several required fields: "Employer Name", "Employer Address 1", "Employer Address 2", "Country" (a dropdown menu currently showing "United States"), "Postal Code", and "City/Town".

Home Search Jobs My Account Resource Center

Welcome Lauren! | Sign out

Search Jobs Where: Advanced Search >

### Resume Builder

\* Resume Name

1. Experience 2. Education 3. Other 4. References 5. Preview and Finish

**Preview your resume**  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

#### Work Experience

**Note:** If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

\* Employer Name

Employer Address 1

Employer Address 2

\* Country United States

Postal Code

\* City/Town

**STEP 5.** Once you have saved and completed your resume using the Resume Builder, you can begin applying for positions in USAJobs. We suggest typing into the “search jobs” box at the upper right corner to find the positions you are looking for and then click “Apply Online” when you are in the announcement for the position.

The screenshot shows the USAJobs website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed. A search bar at the top right contains the text 'nasa', and a red arrow points to the 'Start a New Search' button. Below the search bar, there are links for 'Advanced Search' and a radius selector set to '20 miles'. On the left side, there is a 'You Added' section with a list of saved searches and a 'Refine Your Results' section with various filters. The main content area displays search results for 'nasa', showing 1 to 25 of 63 results. The first result is for the 'Director, NASA Management Office' position, and the second is for 'NASA's Pathways Program Recent Graduate, Aerospace Engr (AST, Structural Mechanics)'. Each job listing includes details such as Department, Agency, Open Period, Who May Apply, Location(s), Salary, Series & Grade, Position Info, Control Number, and JOA Number.

**USAJOBS**  
"WORKING FOR AMERICA"

Home Search Jobs My Account Resource Center

Welcome Lauren! Sign out

Start a New Search

What: nasa Where: Radius: 20 miles

Advanced Search

You Added

nasa Undo

Clear all and start new search

Refine Your Results

Jobs For: ☐ U.S. Citizens ☒ Federal Employees

+ Agency

+ Job Categories

+ Grade

+ Salary

+ Work Schedule

+ Work Type

+ Posting Date

+ Exclude These

Create Saved Search and email me jobs

RSS Feed of This Search

Did you mean: [nasal](#)

1 to 25 of 63 results

Sort By: --Select--

**Director, NASA Management Office** Save Job Quick View More Like This

NASA is looking for exceptional leaders for the 21st century...places in the Federal government to work.;The Director of the NASA Management Office (NMO), located at the Jet Propulsion Laboratory...senior-level oversight and management of program operations at NASA's Management Office.;The Director, NASA Management Office...

**Department:** National Aeronautics and Space Administration **Salary:** \$119,554.00 - \$170,400.00 / Per Year

**Agency:** Headquarters, NASA **Series & Grade:** ES-0301-00/00

**Open Period:** 3/28/2013 to 5/3/2013 **Position Info:** Full Time - Permanent

**Who May Apply:** Current Federal Civil Servants only, who are qualified for the position. **Control Number:** 340768600

**JOA Number:** HQ13S0008

**Location(s):** Los Angeles County, California

**NASA's Pathways Program Recent Graduate, Aerospace Engr (AST, Structural Mechanics)** Save Job Quick View More Like This

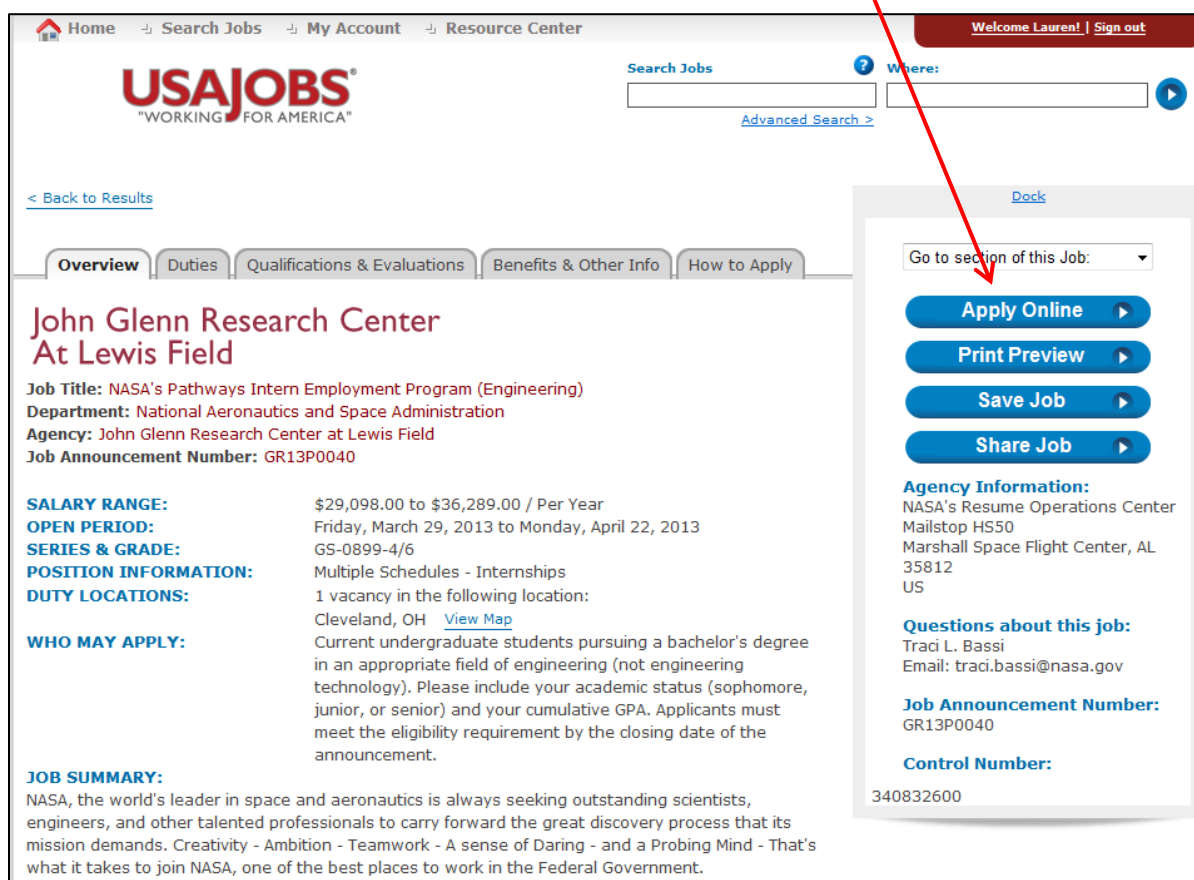
NASA, the world's leader in space and aeronautics is always seeking...Daring - and a Probing Mind - That's what it takes to join NASA, one of the best places to work in the Federal Government...receive consideration, you must submit a resume and answer NASA-specific questions. The NASA questions appear after you submit...

**Department:** National Aeronautics and Space Administration **Salary:** \$44,176.00 - \$74,628.00 / Per Year

**Agency:** Langley Research Center **Series & Grade:** GS-0861-7/11

**Open Period:** 3/25/2013 to 4/5/2013 **Position Info:** Full Time - Recent Graduates

**STEP 6.** Once you have found a position for which you'd like to apply, click the "Apply Online" button in the announcement and select the resume you will use to apply for the position. Then you will be re-directed once your resume is submitted, to the NASA Jobs survey through NASA STaRS. You must complete this survey in order to have your application submitted for consideration for the job.



The screenshot shows the USAJOBS website interface. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right, with a 'Where:' dropdown and a search button. Below the search bar, there is a 'Back to Results' link. The main content area features a job announcement for the John Glenn Research Center at Lewis Field. The announcement includes details such as the job title, department, agency, and job announcement number. A sidebar on the right, titled 'Dock', contains a dropdown menu 'Go to section of this Job:' and four buttons: 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. A red arrow points to the 'Apply Online' button. Below the buttons, the sidebar also contains 'Agency Information', 'Questions about this job', 'Job Announcement Number', and 'Control Number'.

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Where:

[Advanced Search >](#)

[< Back to Results](#)

**Overview** Duties Qualifications & Evaluations Benefits & Other Info How to Apply

**John Glenn Research Center  
At Lewis Field**

**Job Title:** NASA's Pathways Intern Employment Program (Engineering)  
**Department:** National Aeronautics and Space Administration  
**Agency:** John Glenn Research Center at Lewis Field  
**Job Announcement Number:** GR13P0040

**SALARY RANGE:** \$29,098.00 to \$36,289.00 / Per Year  
**OPEN PERIOD:** Friday, March 29, 2013 to Monday, April 22, 2013  
**SERIES & GRADE:** GS-0899-4/6  
**POSITION INFORMATION:** Multiple Schedules - Internships  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Cleveland, OH [View Map](#)  
**WHO MAY APPLY:** Current undergraduate students pursuing a bachelor's degree in an appropriate field of engineering (not engineering technology). Please include your academic status (sophomore, junior, or senior) and your cumulative GPA. Applicants must meet the eligibility requirement by the closing date of the announcement.

**JOB SUMMARY:**  
NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity - Ambition - Teamwork - A sense of Daring - and a Probing Mind - That's what it takes to join NASA, one of the best places to work in the Federal Government.

**Go to section of this Job:**

**Agency Information:**  
NASA's Resume Operations Center  
Mailstop HS50  
Marshall Space Flight Center, AL  
35812  
US

**Questions about this job:**  
Traci L. Bassi  
Email: [traci.bassi@nasa.gov](mailto:traci.bassi@nasa.gov)

**Job Announcement Number:**  
GR13P0040

**Control Number:**  
340832600

CONGRATULATIONS! Your application has been submitted for a NASA Pathways position. You can confirm successful submission when you receive an email. You will be notified through email once the selection process is completed for a position. You can contact us at anytime via our website:

[www.grc.nasa.gov/WWW/OHR/pathways](http://www.grc.nasa.gov/WWW/OHR/pathways)